

SUBJECT: 2018 Rate Enhancement Accountability Report Request - STAIRS

Dear Providers:

This notice contains information on mandatory Rate Enhancement Accountability Reporting for the following programs:

- Community Living Assistance and Support Services - Direct Service Agency (CLASS-DSA)
- Day Activity and Health Services (DAHS)
- Primary Home Care (PHC)

The Texas Health and Human Services Commission (HHSC) is implementing a cost report reform initiative for CLASS-DSA, DAHS, and PHC providers for the 2018 reporting period. Amendments to §355.102(d) requires that HHSC establish reporting schedules per program. HHSC has determined that CLASS-DSA, DAHS, and PHC providers will be required to submit “odd-year” cost reports only beginning with the providers’ 2019 fiscal year cost reports.

In accordance with Title 1 of the Texas Administrative Code §355.112(h)(2)(B) HHSC collects Accountability Reports that will serve as Annual Attendant Compensation Reports for CLASS-DSA, DAHS, and PHC providers who participate in rate enhancement during those years when these providers are not required to submit Cost Reports.

As a result, HHSC will not collect 2018 cost reports from CLASS-DSA, DAHS, and PHC providers for their 2018 fiscal years.

HHSC will collect 2018 accountability reports from CLASS-DSA, DAHS, and PHC providers for their 2018 fiscal years for the time period in which they participated in the attendant compensation rate enhancement. CLASS-DSA, DAHS, and PHC providers who did not participate in rate enhancement during their 2018 fiscal year are not required to submit an accountability report.

DUE DATE

The 2018 CLASS-DSA, DAHS, and PHC accountability report must be fully verified, all required documentation uploaded, and the report submitted through the State of Texas Automated Cost Reporting System (STAIRS) online application. Information on STAIRS is provided below.

The 2018 accountability report(s) for CLASS-DSA, DAHS, and PHC providers must be submitted no later than **April 30, 2019.**

REPORT SUBMISSION AND PREPARER REQUIREMENTS

It is the responsibility of the contracted provider to submit an accurate report, completed in accordance with all applicable instructions and rules.

In accordance with Title 1 of the Texas Administrative Code §355.102(d), it is the responsibility of each provider to ensure that the preparer who signs the Cost Report Methodology Certification completes the required HHSC-sponsored cost report training.

Preparers must complete a training webinar for each program for which an accountability report is submitted. In order to be qualified to complete the 2018 accountability, the preparer must have completed the mandatory cost report training for the years of 2018.

Preparers who have NOT completed the mandatory training will NOT be added to the list of eligible preparers in STAIRS and therefore cannot be selected and assigned as the Preparer. NO EXEMPTIONS from the mandatory training requirements will be granted.

Information Letter No. 19-02, was distributed via HHSC electronic communication on January 23, 2019, to notify providers of the upcoming schedule of available training sessions. This letter has also been posted on the Texas Health and Human Services (HHSC) Rate Analysis Department (RAD) Website in the Training information section of each program. Details on requirements for mandatory cost report training for preparers and how to register for a training webinar are available on the **Rate Analysis Website** (see below).

THE STATE OF TEXAS AUTOMATED INFORMATION REPORTING SYSTEM (STAIRS)

Providers must submit their 2018 accountability report through STAIRS. STAIRS is web-based and hosted by state contractor, Fairbanks, LLC.

Providers and preparers who have previously submitted a cost report via STAIRS will use the same logon information to access the 2018 accountability report as well as any other 2018 cost report they must submit.

New providers without prior STAIRS access, will be sent an email containing STAIRS login information including their username and password. The email will be sent to the Primary Entity Contact designated by HHSC RAD. A new provider who has not received an e-mail with their login information by February 7, 2019, should contact CostInformation@hhsc.state.tx.us.

The Primary Entity Contact has the responsibility to assign other Contacts for their entity in STAIRS. At a minimum, a "Preparer" who is responsible for completing the entity's accountability report and/or cost report must be assigned. Assigning a "Primary Financial Contact" is also an option. If a Primary Financial Contact is assigned, either the Primary Entity Contact or the Primary Financial Contact has the ability to assign additional Contacts, including the assignment of the Preparer.

It is strongly encouraged that the Preparer be assigned as soon as possible to give the preparer access to the report in STAIRS. They must have adequate time to prepare the report so that the entity may then complete the final Step in STAIRS to submit their report by the due date.

A reference material document titled **Helpful Information for Contacts and Preparers** is available to provide guidance in adding other Contacts or Preparers. Reference Materials are located at the bottom of the main screen after logging onto STAIRS.

When logging into STAIRS for the very first time a Contact will be asked to establish a security profile for their account that will include setting up three (3) question and answer pairs that will be used to validate identity in the event the Contact forgets or need to reset their password.

RATE ANALYSIS WEBSITE

The HHSC RAD website contains program-specific cost report instructions, cost report training information and materials, payment rates, RAD staff contact information and web links for cost report training registration and support for automated reporting. Additional information and features are added periodically. We encourage you to visit the RAD website at:

<https://rad.hhs.texas.gov/long-term-services-supports>

RESOURCES

Questions regarding contracts and cost report groupings that have been assigned to your entity should be directed to HHSC RAD at 512-438-2680 or costinformation@hhsc.state.tx.us

Questions regarding Preparers, or the list of Preparers, should be directed to HHSC RAD at 512-438-2680 or costinformation@hhsc.state.tx.us

Questions regarding adding Contacts or problems with UserName and/or Password should be directed to the Fairbanks, LLC, Help Desk at 877-354-3831 or info@fairbanksllc.com

Questions regarding the proper completion of your IDD accountability report in STAIRS should be directed to the appropriate HHSC contact for your program. A list of program contacts can be found at:

<https://rad.hhs.texas.gov/long-term-services-supports/contact-list>

Sincerely,

Pamela Minton
Manager, Data Support Unit
HHSC Rate Analysis Department